

RESOLUTION
of the
BOROUGH OF NEW PROVIDENCE
Resolution No. 2013-162

Council Meeting Date: 05-13-2013

Date Adopted: 05-13-2013

TITLE RESOLUTION ACCEPTING THE PROPOSAL OF MASER
CONSULTING P.A. FOR PROFESSIONAL ENGINEERING SERVICES –
CONSTRUCTION ADMINISTRATION FOR THE JAYCEE PARK
RESTROOM FACILITY PROJECT

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Madden.

WHEREAS, the Borough of New Providence has a need to acquire Professional Engineering Services – Construction Administration as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19-44A-20.5; and

WHEREAS, Maser Consulting P.A. has submitted a proposal dated May 8, 2013 indicating they will provide professional engineering – construction administration relating to the Jaycee Park Restroom Facility Project, for an amount not to exceed \$12,500.00; and

WHEREAS, Maser Consulting was awarded a contract with the Borough of New Providence via Resolution 2011-23, and fees assessed with this project are contained in said contract; and

WHEREAS Maser Consulting has completed and submitted a Business Entity Disclosure Certificate which certifies that Maser Consulting has not made any reportable contributions to a political or candidate committee in the Borough of New Providence in the previous one year, and that the contract will prohibit Maser Consulting from making any reportable contributions through the term of the contract, and

WHEREAS, the maximum amount of the contract is not to exceed \$12,500.00, and said funds are available and have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5) requires that the resolution authorizing and awarding of contracts for "professional services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of New Providence that they hereby agree as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute the attached agreement with Maser Consulting for Professional Engineering – Construction Administration Services.
2. Such contract is awarded without competitive bids as a "professional service" in accordance with N.J.S.A. 40A:11-5(1) (a) of the Local Public Contracts Law, because the services to be rendered are professional in nature and are unspecifiable as to requirements for performance. Such services must be rendered by a person particularly trained and licensed in this area, which requires extensive specific education and long experience in both the Federal and State procedural requirements.
3. A notice of this action shall be published once in the Courier News.

APPROVED, this 13th day of May, 2013.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
GALLUCCIO	X			
GENNARO	X			
KAPNER	X			
MADDEN	X			
MUÑOZ	X			
ROBINSON	X			
HERN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 13th day of May, 2013.

Wendi B. Barry, Borough Clerk



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May 8, 2013

Mr. Douglas R. Marvin, Administrator
Borough of New Providence
360 Elkwood Lane
New Providence, New Jersey 07974

Re: Jaycee Park Restroom Facility
Proposal for Construction Administration Services
Borough of New Providence
Union County, New Jersey
MC Project No. NPT-367P

Dear Mr. Marvin:

Maser Consulting P.A. (Maser Consulting) is pleased to present the following proposal for construction administration services for proposed construction of a restroom facility at Jaycee Park. The proposed Scope of Services below outlines the work to be completed by Maser Consulting.

The project was bid and the low bidder was Penn Bower, Inc. for a Base Bid in the amount of \$178,200.00. The project was awarded for the associated site work and construction of a restroom facility.

Based on the above, Maser Consulting will provide the following construction administration for the project:

SCOPE OF SERVICES

PHASE 1.0 CONSTRUCTION ADMINISTRATION (Engineering/Inspection):

Upon award of the contract, Maser Consulting shall provide the following services prior to commencement of construction:

- Schedule and attend pre-construction meeting.
- Review and approve shop drawings.
- Coordinate with architect and Building Department.
- Site Inspections for site work.
- Review and recommend approval of contractor's applications for payments.
- Review and recommend approval of contractor's change orders, if any.
- Prepare final punch list.
- Review final as-built drawings provided by contractor.
- Provide final completion certificate.

Maser Consulting shall provide part-time construction inspection services on an as-needed basis depending on the complexity of construction for any given day. We will utilize an on-site field



Douglas R. Marvin, Administrator

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manager for the duration of the project in order to provide consistency throughout construction. The on-site field manager assigned to the project shall have experience with similar projects.

The contract duration of construction is three (3) months from the start of work. Should any additional work be awarded for construction, the construction administration portion of the contract shall be amended to reflect the additional effort of inspection services.

Daily inspection reports will be retained by Maser Consulting regarding the project. Maser Consulting shall review and prepare contractor's payments as well as change orders. If unacceptable work or material is supplied by the contractor, immediate corrective action shall be taken by Maser Consulting on behalf of the Borough.

Maser Consulting will coordinate with the architect and Building Department on the project including shop drawing review, punch list items, contractor payments, and project closeout.

Prior to completion, a final punch list shall be created by the inspector and completion deadlines shall be scheduled for all open items. Upon completion of the punch list items, a final site inspection shall be scheduled with the contractor and the Borough in order to close out the project. Maser Consulting will prepare the paperwork for final inspection and final payment for the contractor. Should additional construction administration services be required, Maser Consulting shall coordinate with the Borough and inform the appropriate personnel of the status of construction.

PHASE 1.0 CONSTRUCTION ADMINISTRATION (Engineering/Inspection) \$12,500.00

Maser Consulting will provide the services outlined in Phase 1 for a cost not to exceed \$12,500.00. The hourly rates utilized for the project will be in accordance with the Borough Engineering Contract previously approved by Mayor and Council.

If you find this proposal acceptable, please forward a copy of the Resolution of Approval for this proposal to this office. This will constitute approval of the proposed work.

Thank you for the opportunity to offer our services for the Jaycee Park Restroom Facility. We look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this proposal, please feel free to contact me.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink that reads 'Andrew R. Hipolit / rgm'.

Andrew R. Hipolit, P.E., P.P., C.M.E.
Borough Engineer

ARH/mgd